



QUESTIONS

LIVE CHAT:

MONDAY—FRIDAY 8:00 AM—4:30 PM

AT

WWW.ABN.ALABAMA.GOV

CALL CENTER:

MONDAY—FRIDAY 8:00 AM—4:30 PM

AT

1-800-656-5318 OR 334-293-5200

Alabama Board of Nursing

P O BOX 303900
MONTGOMERY AL 36130 - 3900

RETURN SERVICE REQUESTED



OFFICIAL NOTICE FOR 2011 LICENSED PRACTICAL NURSE RENEWAL



www.abn.alabama.gov

**ANY LPN LICENSE ISSUED ON OR
BEFORE AUGUST 31, 2011 WILL LAPSE
IF NOT RENEWED BY MIDNIGHT ON
DECEMBER 31, 2011.**



ALL ALABAMA LICENSED PRACTICAL NURSES:
TIME TO RENEW YOUR LICENSE!

**YOU WILL NOT RECEIVE ANY
ADDITIONAL NOTICE. LICENSE
RENEWAL IS ONLY AVAILABLE ONLINE
AT WWW.ABN.ALABAMA.GOV**

Renew between September 1, 2011 – November 30, 2011

LPN FEE:	\$75.00
Transaction Fee:	3.50
TOTAL:	\$78.50

Renew between December 1, 2011 – December 31, 2011

LATE LPN FEE:	\$125.00
RENEWAL FEE:	75.00
Transaction Fee:	3.50
TOTAL	\$203.50

January 1, 2012: Date you are required to have your license card available for employer inspection. Subscribers to the online license verification system may not ask for your license but you are required to have it available should your employer request to see your card.

PAYMENT

- ♦ Credit Cards: VISA, MasterCard, Discover, American Express
- ♦ Debit Cards: VISA, MasterCard (Cardholder's name and address in the payment information must match bank records EXACTLY)
- ♦ Prepaid VISA or MasterCard Debit Cards: *May be purchased at several locations: CVS, Rite-Aid, Walgreen's, Western Union, credit unions, etc.*
- ♦ Do not use prepaid cards until activated.
- ♦ \$3.50 transaction fee should be included in pre-paid debit card total at time of purchase.

RETIRED LICENSE STATUS

Are you retired from nursing but want to keep your license? The Board now offers an inactive license that has a RETIRED status. You can renew your license in the retired status for only \$50.00. You will be asked to determine whether to renew Active or Retired in one of the first screens when you renew online.

The Retired status does not allow you to practice nursing; you are provided a license card that shows you used to practice but are now Retired. An active license is required to practice nursing.

To assure that the retired status is not used to bypass CE requirements, the reactivation fee for a retired license within two years is \$500 plus the \$75 renewal fee (total = \$575). The reactivation fee after two years is \$150 plus the \$75 renewal fee. (total = \$225).

CONTINUING EDUCATION

As of March 30, 2009, the Board eliminated the distinction between attended and independent study CE. All CE hours are now equal.

The CE Earning Period for 2011 LPN renewal is January 1, 2010 until December 31, 2011. If you have a two-year license, you are required to have 24 contact hours of continuing education in order to renew. If you were licensed between January 1, 2010 and August 31, 2011, the number of contact hours of continuing education that are required is posted in the pro-rated CE hours chart on the Board's web site, www.abn.alabama.gov, under "Continuing Education."

Any CE contact hours submitted by a Board-approved provider (one with an ABNP #) should be posted on your individual CE record. Do not duplicate the entry. Be sure and earn your CE prior to

the day you attempt to renew. Board-approved providers may not have sufficient time to submit your CE on November 30, 2011 if you wait until 3:00 P.M. or after to earn the CE on that day.

You should check your individual CE record on the Board's web site with your license number and last 4 digits of your social security number to see what you have earned thus far. If you have insufficient CE hours when you attempt to renew, you will not be allowed to complete the process.

While the CE earning period is until December 31, 2011, if you wait until December to earn your CE and renew, the late fee does apply.

If you were licensed by examination during the earning period you are required to have a four (4) hour mandatory class on functions and activities of the Board of Nursing in order to renew. If you fail to view the mandatory class for new graduates, you will not be eligible to renew. The mandatory class is located on the Board's web site at www.abn.alabama.gov under online courses.

POSSIBLE DISCIPLINARY ACTION

Do not subject your license to discipline by the Board. To prevent disciplinary action, follow these guidelines:

- ♦ Answer truthfully to all the questions on the application. Submit supporting documentation.
- ♦ You are required to attest (affirm) that the information contained in your CE record is accurate. If it is not accurate, review and make corrections before submitting.
- ♦ **DO NOT CONTINUE TO WORK IF YOUR LICENSE LAPSES.** Each year the Board has a number of individuals who continue working after the license lapses. To do so subjects your license to discipline and the fine starts at \$600 and goes up to \$1,000.00!